

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF SEPTEMBER 11, 2017**

Mayor Strazdas called the meeting to order at 8:00 a.m. The following Councilmembers were present: Mayor Peter Strazdas, Mayor Pro Tem Nasim Ansari and Councilmember Richard Ford. Councilmembers Patricia Randall, Claudette Reid, Jim Pearson and Terry Urban were absent with notice and excuse. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk James Hudson.

Mayor Strazdas asked for questions regarding the public hearing. There being none, he asked for questions regarding Reports from the Administration, and Councilmember Ford asked if the total cost of the project in Item F.2, East Milham Water Service Connection Project, is \$84,390, or are there additional engineering or other costs. Deputy City Manager Rob Boulis confirmed it at \$84,390. City Manager Larry Shaffer responded that the City has the money now, that the contractor is very competent, that there is a lot of work planned for next year, and there is no reason to delay it. When Councilmember Ford asked for the value represented in the CIP for this project, Deputy City Manager Boulis indicated that the Chopin Avenue/Mozart Street Water Main Project funds are being used, but the projected amount was possibly over \$200,000. When Councilmember Ford asked how much is being saved by doing this project this way, Mr. Shaffer offered to look up the amount of savings.

Mayor Pro Tem Ansari asked for a distinction between the two projects since one is on the South side of the City and the other is on the North side. Mr. Shaffer responded that this project came as a result of an opportunity because the City came in way under cost on the Chopin Avenue / Mozart Street Water Main Project. He said that Balkema is already organized and ready to go; the money is available and this very important project can be squeezed in using the savings; plus, it has nothing to do with the geography.

Mayor Strazdas asked for Mr. Shaffer to elaborate on Item F.4, First Amendment – Interlocal Agreement for the Kalamazoo County Consolidated Dispatch Authority. Mr. Shaffer indicated that the total cost to the City would be an additional \$240,000 to \$250,000, in expenditures and loss of revenues. He noted that currently the City has \$1.1 million in the budget, and the capital cost avoidance is about \$50,000 on an annual basis. He revealed that the recommendation is to increase the staff of Fire and Police by hiring four to six people to perform the work currently being done by the Dispatchers. He concluded that when you add it all together, plus the loss of revenue, it comes to over \$750,000, or annually about \$250,000 more than the current contribution amount. He stressed that it is important to increase staff to make sure the Police Station has personnel during those hours that are not Monday through Friday, 8 a.m. to 5 p.m. He pointed out that this is a five-year agreement, and the plan is to move from this funding model to another funding model. He indicated that the “big loser” in the funding is the County of Kalamazoo, which is reaching out with an extra \$500,000, and the City of Kalamazoo, which is really reaching out, also. He noted that all of the reasons the City of Portage had to get involved in this are still legitimate, that this is the time to do this and “we can’t walk away from this.” He agreed that it is going to cost additional money, but it moves the City to a consolidated model that is legitimately considered superior to the current model. He emphasized that it still makes sense to go forward even though Portage is going to spend more money and staff is recommending approval.

In response to Councilmember Ford, Deputy City Manager Boulis responded that the job descriptions are still somewhat on the drawing board, but the employees will primarily be responsible for lien interaction as one required element. He explained the police officer will need to access lien information and, even though it can be performed by the police officers, he said it is a distraction from other duties and emphasized that it needs to be a controlled process. He said the job will also require that the employee work with police reports, records management and preparation for prosecution; and, they won't be just sitting watching some monitors. Councilmember Ford expressed his appreciation for the development of these duties because this helps justify the funding of the new positions.

When Mayor Strazdas asked about non-police calls, and mentioned that most of the Western Michigan University (WMU) calls are non-police calls, or maintenance dispatch. Mr. Shaffer acknowledged that these calls will be handled by individuals who would be staffing the off-hours when there are snow-related calls, for example. When Mayor Strazdas asked, Mr. Shaffer acknowledged that WMU reached out, also. He explained that the formula was based upon per capita and call volume, but mostly per capita, and WMU capita is wrapped in with the population of the City of Kalamazoo, so it is fundamentally a duplication of per capita. Mayor Strazdas reiterated that most of the Western Michigan University (WMU) calls are non-police calls, and WMU police dispatch is basically a "maintenance dispatch."

Mr. Shaffer confirmed for Mayor Pro Tem Ansari that the City will transfer \$756,793 which is the city share of the \$4.3 million necessary to support consolidated dispatch. He indicated that the other PSAPs are also contributing: County of Kalamazoo, City of Kalamazoo, Township of Kalamazoo and Western Michigan University. He referenced the attachment to Item F.4 located in the agenda packet for the actual amounts of contributions from each governmental unit. He pointed out that the City of Portage will lose the \$1.1 million currently in the General Fund Budget and the revenue received on the PSAP side, so the net number is down to under \$700,000. Also, he pointed out that with the addition of the four employees and the loss of the revenue, the annual net impact is about \$250,000. He reviewed the amounts for each PSAP found in the chart located in the Item F.4, Attachment: FIRST AMENDMENT, Part 2, repealing Section 7B with 7B.i. Short-Term Funding. He noted that the surcharge generates about \$1.1 million, and the total KCCDA budget will be around \$5.2 to \$5.4 million. He also noted KCCDA will have capital costs, cited the recent acquisition of the building in Oshtemo, and confirmed for Mayor Pro Tem Ansari that they will not be using the Portage building.

Mayor Strazdas expressed the hope that this will cost the City of Portage less and indicated that the fleet will cost them more. He indicated that it is his understanding that this is a better system Countywide plus there is a strong possibility that the cost will go down over time, and Mr. Shaffer concurred. Mr. Shaffer indicated that the County Commissioners seem to be committed to pushing the millage up as far as it will go, so there is some discussion of bringing the millage up again, and coming back with another millage vote in the not too distant future. He expressed his appreciation for the County and reiterated that the County already approved putting in about an extra \$500,000. He said that the City of Kalamazoo has problems with going to a per capita basis, and their number is also a compromise number, so they are up a little, also. He confirmed for Mayor Strazdas that the County is the only entity that has approved the Amendment thus far and Portage is second in the order. Mayor Strazdas cited this as a significant change for the City of Portage. At the request of Councilmember Ford, Mr. Shaffer agreed to provide the last three years of capital expenditures for Portage Dispatch. He noted that over the last decade, the City has spent around \$500,000, or \$50,000/year.

Mr. Boulis indicated that some of the cost is for radio towers and some of the other equipment such as this will still have maintenance costs. Mayor Strazdas brought up the non 800 megahertz radios and mentioned that the bulk of the other participants have 800 megahertz radios. So in this transition, he asked how will Central Dispatch communicate with Portage Police Officers when they have 800 megahertz radios and Portage does not; also, assuming Portage is going to gravitate towards 800 megahertz radios, who will pay for 800 megahertz radios. He also inquired about the issue of software compatibility since Portage has invested in New World Software and this may not be the software that the rest of the PSAPs wish to have; so, he asked will Portage be buying new software that will be buried in the ground down the road. Mayor Strazdas summed up and asked a question of liability for Portage and whether the County is going to gift the City of Portage in this relationship, or are they going to be sending us a bill after this deal is done. In the interest of full transparency, he said Council needs to know the costs, good or bad.

Councilmember Ford asked if there will be an Agenda (Packet) for the Committee of the Whole Meeting at 6 p.m., Tuesday, September 12, 2017. Mr. Shaffer responded that there will be a presentation.

ADJOURN: Mayor Strazdas adjourned the meeting at 8:21 a.m.

James Hudson, City Clerk